



CITY OF MESA, ARIZONA
ENGINEERING DEPARTMENT

REQUEST FOR QUALIFICATIONS

**ADA SELF-EVALUATION AND
PHYSICAL BARRIER ASSESSMENT
FOR CITY FACILITIES**

TABLE OF CONTENTS

REQUEST FOR QUALIFICATIONS	PAGE NO.
SECTION I – PROJECT DESCRIPTION	1
SECTION II – OVERVIEW OF PROJECT PHASES	1
SECTION III – SCOPE OF WORK	1
Task 1 – Project Management	1
Task 2 – Facilities Physical Barrier Assessment.....	2
Task 3 – ADA Self-Evaluation for Facilities	3
SECTION IV – PRE-SUBMITTAL CONFERENCE	3
SECTION V – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA	3
SECTION VI – SUBMITTAL REQUIREMENTS	5
SECTION VII – SELECTION PROCESS AND SCHEDULE	5
SECTION VIII – GENERAL INFORMATION	6

REQUEST FOR QUALIFICATIONS

ADA SELF-EVALUATION AND PHYSICAL BARRIER ASSESSMENT FOR CITY FACILITIES

The City of Mesa is seeking qualified consulting firms or teams to provide a complete ADA (Americans with Disabilities Act) Self-Evaluation and Physical Barrier Assessment for City Facilities.

All qualified firms that are interested in providing these services to the City of Mesa are invited to submit their Statement of Qualifications (SOQ). All SOQs must comply with the requirements specified in this Request for Qualifications (RFQ).

SECTION I – PROJECT DESCRIPTION

Through this solicitation, the City of Mesa may select up to two (2) consultant teams.

The Americans with Disabilities Act requires public agencies to develop an ADA Transition Plan. This project is part of the process to satisfy those requirements by developing an inventory of physical barriers within approximately 50 public facilities. Additionally, this project will identify the needed improvements and prioritization schedule to bring all City facilities within ADA compliance.

An Action Plan will be required to demonstrate a plan for surveying and evaluating all the appropriate facilities. The Action Plan also needs to provide guidance on phasing the physical barrier assessment due to possible funding limits. Based on a City-approved Action Plan, the Consultant will then survey and collect pertinent data at all facilities in order to produce two reporting deliverables: The Facilities Physical Barrier Assessment and ADA Self-Evaluation for Facilities. The City anticipates these to be completed within one-year from contract award.

SECTION II – OVERVIEW OF PROJECT PHASES

The City of Mesa seeks qualified consulting firms, or teams, with extensive experience and knowledge of MAG and City of Mesa standards and regulations, to provide complete consulting services the ADA Self-Evaluation and Physical Barrier Assessment for City Facilities project.

The following is a summary of the major tasks. These will be reviewed with the selected consultant and defined to meet the needs of the project as part of the contract scoping.

Task 1 – Project Management

Task 2 – Facilities Physical Barrier Assessment

Task 3 – ADA Self-Evaluation for Facilities

Regardless of the level of service ultimately needed, a consultant with successful experience in these areas is very desirable.

SECTION III – SCOPE OF WORK

The following is a brief summary of the three key project tasks:

Task 1: Project Management

The Consultant shall establish a project management system to provide adequate scope, schedule and budget control, and be responsive to input from the City. Status and project meetings with all participating City staff will be conducted on a regular basis. The purpose of these meetings shall be to report to the City on project status issues such as work in progress, work completed, and delivery schedule.

The meetings shall also be for discussion of various technical issues and strategies associated with all phases of the project. Meetings shall be held with the City and other agencies as needed to coordinate multi-jurisdictional components of this project. Meeting minutes documenting the decisions made and action items shall be prepared by the Consultant and submitted to the attending parties.

Task 1.1 – Project Meetings. Consultant shall arrange for a kick-off meeting through the City Project Manager. This meeting shall serve to clarify the lines of communication and other administrative details. Consultant shall then meet with the City and participating agencies on a regular basis to report project progress.

Task 1.2 – Project Schedule. Consultant shall provide a project schedule showing project meetings, project deliverables, and the major milestones required by the City. The schedule shall be updated monthly.

Task 1.3 – Project Status Reports. Consultant shall provide a monthly project progress report. The monthly project progress report shall be submitted to the City Project Manager.

Task 1.4 – Identify Available Documents and Materials. Consultant shall determine which existing documents, materials and mapping data can be used to assist with the current project.

DELIVERABLES: MONTHLY STATUS MEETINGS
MONTHLY SCHEDULE UPDATES
PROGRESS REPORTS AND MEETING MINUTES
LIST OF EXISTING DOCUMENTS AND MATERIALS

Task 2: Facilities Physical Barrier Assessment

The purpose of this task is to develop and populate an inventory listing of data identifying each physical element within the public areas of approximately 50 City buildings that constitutes non-compliance or otherwise hinders or prevents access to persons with disabilities. For this evaluation, the City requires the facility's design to comply with ADA standards and Public Rights-of-Way Accessibility Guidelines (PROWAG) when possible.

For the City to ultimately determine ADA compliance within its facilities, the Consultant shall describe in an Action Plan what elements will be surveyed, what tools and methods will be used to collect the data, summarize alternatives if applicable, define how data will be stored, processed and reported, and provide guidance on phased approaches to the facilities survey based on funding limits if necessary.

The City will verify, at its own discretion, any or all data points collected by the Consultant during the project. The Action Plan should detail how the Consultant intends to remedy discrepancies between data collected by the consultant and that collected by the City. This remedy should investigate the reason for the discrepancy, and correct it and verify the validity of all similar points. The Action Plan will be reviewed and agreed upon by the project team. The Facilities Physical Barrier Assessment will then be conducted based on the final Action Plan.

The consultant shall produce a final Facilities Physical Barrier Assessment to include the survey data of all approximate 50 public facilities compiled in a non-proprietary format approved by the City and readily compatible with the City's software and equipment. The Facilities Physical Barrier Assessment will include a checklist for each facility noting its compliance status and will identify the citation used to determine non-compliance for each known physical barrier. Additionally, the Facilities Physical Barrier Assessment shall detail each item found to be in non-compliance within the facility diagram, include digital photograph(s) of each barrier to access, a brief description of how to bring each barrier into compliance and the cost estimate for the improvement.

DELIVERABLES: ACTION PLAN TO BE APPROVED BY THE CITY
MAPPING AND FIELD INVESTIGATIONS DATA AND MEASUREMENTS
FACILITIES PHYSICAL BARRIER ASSESSMENT INCLUDING NON-COMPLIANCE CHECKLIST FOR EACH FACILITY

Task 3: ADA Self-Evaluation for Facilities

The **ADA Self-Evaluation for Facilities** will be a textual summary of the findings in the Facilities Physical Barrier Assessment. While the Assessment may be technical in nature and intended largely for staff, the ADA Self-Evaluation for Facilities is intended for public use and dissemination, and will be included in the City's overall ADA Transition Plan. The ADA Self-Evaluation for Facilities will also describe the evaluation criteria and methodology used to determine non-compliance, criteria and methodology to determine prioritization, and apply the prioritization schedule to the Facilities Physical Barrier Assessment data.

A general discussion will be provided in the ADA Self-Evaluation on the City of Mesa's implementation process. This discussion can include the methods used to achieve compliance in ADA elements for each noted compliance issue, general associated costs for these methods and improvements, and current ongoing ways the City of Mesa Facilities Department works to achieve compliance. The implementation process should also provide some details on the duration to achieve full compliance in phases.

Additionally, the report should detail the equipment, software and all other needs required for the City to maintain and update the inventory listing on its own.

DELIVERABLES: ADA SELF-EVALUATION FOR FACILITIES INCLUDING
PRIORITIZATION SCHEDULE AND MAINTENANCE OF DATA

SECTION IV – PRE-SUBMITTAL CONFERENCE

A pre-submittal conference will be not be held.

SECTION V – STATEMENT OF QUALIFICATIONS EVALUATION CRITERIA

Each Statement of Qualifications (SOQ) will be evaluated according to the following criteria:

A. General information. (10 points)

Provide a general description of the consulting firm and/or team that is proposing to provide the services, including identifying subconsultants. Provide an organization chart showing key personnel. For each key person, provide the following information:

1. Percentage of time that each person will be committed to the project
2. Length of time with the firm
3. Applicable professional registrations

B. Experience and qualifications of the firm/team and key personnel. (40 points)

1. Provide a list of similar projects on which the project team has experience. For each reference project, please provide the following information:
 - a. Description of the project, including project name and location
 - b. Project owner and/or client information
 - c. Role of the firm, including a description of the services provided
 - d. Role of each key team member who worked on the reference project and the percentage of time spent by each key team member on said project
 - e. Approximate dates services were provided
 - f. Reference information (two contacts including current telephone numbers and correct email addresses, per project)
2. List all City of Mesa projects where the firm/team provided services in the last five years, completed or on-going, that are not already included in the preceding sections.
3. List involvement with ADA applications and solutions. List any guidance or assistance provided to a disability organization.

4. Show experience in data collection, compliance analysis, cost estimating, prioritization, drafting of formal ADA Self-Evaluation and Transition Plan reports and assessing physical barriers for the disability communities.
5. Demonstrate the ability to bring experienced technological solutions, which improve efficiency and effectiveness of facility assessment, reporting, and implementation of compliance improvement.
6. Overall evaluation of the firm/team and its perceived ability to provide the required services will be considered along with the evaluators' perception of the clarity, completeness, and presentation of the Statement of Qualifications. This is to be determined by the selection panel members. No submittal response is required for this item. Information obtained from the Statement of Qualifications and from any other reliable source may be used in the evaluation and selection process.

C. Understanding of the project and approach to performing the required services. (35 points)

Discuss the major deliverables your team has identified on this project and how your firm/team intends to address those issues. Identify any technical innovations that may be incorporated and/or innovative approaches that will be used in executing the work. Also, discuss the particular expertise your firm/ team offers and how you propose to use that expertise to benefit the City to add value to the project.

D. Current workload, workload with the City of Mesa, and the ability of project team to start immediately. (10 points)

This scoring criterion has two parts: overall workload and existing contracts with the City of Mesa, as further detailed below:

1. Overall Workload and Ability to Start Immediately (up to 5 points):

Provide a table or list that summarizes the current major assignments of all key team members, percentage of time committed to each assignment, anticipated end date of major assignments, and percentage of time to be committed to this project. Also include a statement as to when the team would be available to start work on this project. Firms that demonstrate their ability to start immediately and to effectively manage this project, in addition to their current workload, may be awarded up to five (5) points for this sub-category.

2. Existing Contracts with the City of Mesa (up to 5 points):

Provide a table or list of current or pending contracts that the firm has with the City of Mesa. ("Pending" status refers to a project the firm has been notified they will be awarded, but the contract has not yet been executed.) Each contract need only be listed once. For example, if the firm and one or more of the proposed team/sub-firms are all employed on the same, current City of Mesa project or contract, that project need only be listed once and will count as one contract (although all firms, including sub-firms, working on the project should still be identified). In the case of a firm holding a Master On-Call Contract with the City of Mesa, each active project order under the master contract will count as a separate project. If a firm has no active project orders under the Master On-Call Contract, the Master On-Call contract will not count towards the reporting requirements of this section.

Contracts for projects within the City of Mesa's incorporated limits held by someone other than the City of Mesa municipal government (e.g., work for the school district or a private developer) need not be listed and do not count as projects under this subcategory.

Firms, with no current or pending contracts with the City of Mesa, will be awarded 5 points. Firms, with between one (1) to three (3) current or pending contracts with the City of Mesa will be awarded three (3) points. Firms with more than three (3) current or pending contracts will receive no points for this subcategory.

E. Principal office location. (5 points)

Identify the physical location of the lead firm's principal office. Five (5) points will be awarded to teams whose lead firm's principal office is physically located within the City of Mesa's incorporated limits (not just a P.O. Box). Three (3) points will be awarded to teams in which 50% or more of their employees live within the City of Mesa's incorporated limits, or whose sub-firms are physically located within City of Mesa's incorporated limits. A statement indicating how this criterion is met shall be required to receive the appropriate points. No points will otherwise be awarded for this category.

SECTION VI – SUBMITTAL REQUIREMENTS

The Statement of Qualifications shall include a one-page cover letter, plus a maximum of **10 pages** to address the SOQ evaluation criteria (*excluding* resumes but *including* an organization chart with key personnel and their affiliation). Resumes for each team member shall be limited to a maximum length of two pages and should be attached as an appendix to the SOQ. Minimum font size shall be 10pt. Please provide **six (6) hard copies and one (1) electronic copy (CD or USB drive) of the Statement of Qualifications by 2:00pm, February 21, 2018.** The City reserves the right to accept or reject any and all Statements of Qualification. The City is an equal opportunity employer.

Delivered or hand-carried submittals must be delivered to the Engineering Department reception area on the fifth floor of Mesa City Plaza Building in a sealed package. On the submittal package, please display: Firm name and "ADA Self-Evaluation and Physical Barrier Assessment for City Facilities."

All submittals should be sent or delivered to:

**CITY OF MESA
ENGINEERING DEPARTMENT
Maggie Smith
Fifth Floor – Suite 500
City Plaza Building
20 East Main Street
Mesa, Arizona 85201**

If a company wishes to submit a company brochure, this can be done under separate cover. The brochure will not be used in the selection process and may be retained in the City files.

Please be advised that failure to comply with the following criteria may be grounds for *disqualification*:

- Receipt of submittal by the specified deadline; please allow enough time to check in at the City Plaza security desk
- Receipt of the number of copies of the submittal specified
- Adherence to maximum page requirement
- Delivery of submittal in correct location
- Delivery in a sealed package with the project name and number for which your firm is submitting clearly labeled
- Providing a signed copy of addenda, if any, in response to this RFQ. It will be the interested firm's responsibility to check the website (see link below) for any updates, including addenda.

<http://www.mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>

Adherence to the maximum page criterion is critical; each page side (maximum 8 1/2" x 11") with criteria information will be counted. Pages that have project photos, charts, and graphs will be counted towards the maximum number of pages. Table of Contents pages and tabbed divider pages will not be counted if they do not contain submittal information.

SECTION VII – SELECTION PROCESS AND SCHEDULE

A Selection Committee will evaluate each SOQ in accordance with the criteria set forth in Section V above. References may be a factor in determining the final rank-ordered list; ensure the references provided are accurate. The Selection Committee will produce a rank-ordered list of the submitting firms and interviews may or may not be conducted as part of the selection process.

If interviews are not held, the City will enter into negotiations with the top ranked firm(s) and execute a contract(s) upon completion of negotiations. If the City is unsuccessful in negotiating a contract with the top ranked teams, the City may then negotiate with the next lower ranked team until a contract is executed. The City may decide to terminate the selection process at any time.

If interviews are held, the top three (3) to four (4) ranked firms/teams will be invited by email to accept or decline the opportunity to interview. Those accepting the invitation will be sent a letter giving the criteria to be addressed in the interview and the detailed scoring that will be applied during the interview process. The City will enter into negotiations with the top ranked firm and execute a contract upon completion of negotiations. If the City is unsuccessful in negotiating a contract with the top ranked firm/team in the final list, the City may then negotiate with the next lower ranked team until a contract is executed. The City may decide to terminate the selection process at any time.

The following tentative schedule has been prepared for this selection process:

SOQs Due	February 21, 2018 by 2:00pm
Shortlist Interviews	Week of <u>March 19, 2018</u>

By submitting an SOQ, the respondent certifies that they have reviewed the City of Mesa's standard contract for professional services, including insurance requirements, and, if selected, will execute the City's required contract without modification or exceptions. The City of Mesa's Professional Services Contract is available on-line at the following location:

<http://www.mesaaz.gov/business/engineering/engineering-contracts>

SECTION VIII – GENERAL INFORMATION

RFQ Lists. This Design Services Request for Qualifications will be listed on the City's web site. The address is: <http://www.mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>.

Compliance with Arizona Revised Statutes (ARS). Procurement of professional services by a municipality within the State of Arizona is governed by ARS Title 34. By submitting an SOQ under this solicitation, the submitter certifies that said submittal and their conduct in relation to this solicitation is in compliance with the requirements of ARS Title 34.

Contract Version Updates. If the Contract version changes after this RFQ is issued and prior to contract negotiations, the newer version of the Contracts will be in effect. It will be incumbent upon the respondent to check the City of Mesa Engineering Department's website for updates.

Instructions. The City of Mesa shall not be held responsible for any verbal instructions. Any changes to this Request for Qualifications will be in the form of an addendum. Firms are to check the City's website to see whether any addenda have been posted.

<http://mesaaz.gov/business/engineering/architectural-engineering-design-opportunities>

City Rights. The City of Mesa reserves the right to reject any or all Statements of Qualifications, to waive any informality or irregularity in any Statement of Qualifications received, and to be the sole judge of the merits of the respective Statements of Qualifications received. No binding contract will exist between the submitter and the City until the City executes a written contract.

Protest Policy: Refer to City of Mesa Protest Policy: Procurement Rules at <http://www.mesaaz.gov/home/showdocument?id=8712>, Article 6. Protests, Appeals, Debarments, Confidential Information, and Contract Disputes.

Contact with City Employees. All firms interested in this project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This policy is

intended to create a level playing field for all potential firms, assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized representative identified below.

Cooperative Use of Contract. The contract awarded through this procurement process may be extended for use by other governmental agencies and political subdivisions of the State with the approval of the Consultant. Any such usage by other entities must be in accordance with the prices, terms and conditions of the City of Mesa Contract and with the ordinances, charter, rules and regulations of the entity using this Contract. Orders placed by other agencies and payment thereof will be the sole responsibility of that agency. The City shall not be responsible for any disputes arising out of transactions made by others.

Questions. Questions pertaining to the Design Services selection process or contract issues should be directed to Maggie Smith of the Engineering Department at maggie.smith@mesaaz.gov.

Also, to do business with the City of Mesa, you are required to register in our vendor system. AMS Vendor Self Service (VSS) provides vendors with a single entry point to register, provide payment and contact information, and select commodity interests and business types. All vendors who wish to conduct business with the City will be required to update and maintain all information used for the notification of bid opportunities and issuance of payment in the VSS system. The registration guide can be found at <http://www.mesaaz.gov/vendor/>, the actual web portal is at the bottom of the page.